

Submitting Calendars



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Calendars must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with all statutes, regulations, and Legislation established by the KY General Assembly. Calendar information is compiled and standardized then made available to the public, businesses, and government entities.

1. Before submitting your calendar, verify these things manually:

- You must have a Regular Day on at least one of the national ACT test dates.
- Martin Luther King Day and Christmas must be designated as a Holiday or Other day. A district cannot have instruction on this day.
- Election Day cannot be designated as an instructional day. A district may have professional development, professional meetings, or parent-teacher conferences on this day.

2. Print the Calendar for the school.

Path: Index > System Administration > Calendar > Calendar > Days > Print

- Legend**
- Non-instructional day
 - Non school day
- Key Dates**
- Mo, Aug 4 Non-instructional Day, Professional Day
 - Tu, Aug 5 Non-instructional Day, Opening Day
 - Mo, Sep 1 Non-instructional Day, Holiday
 - Mo, Nov 3 Non-instructional Day, Professional Day
 - We, Nov 26 Non-instructional Day, Professional Day
 - Th, Nov 27 Non-instructional Day, Holiday
 - Mo, Dec 22 Non school Day, Break
 - Tu, Dec 23 Non school Day, Break
 - We, Dec 24 Non school Day, Break
 - Th, Dec 25 Non-instructional Day, Holiday
 - Fr, Dec 26 Non school Day, Break
 - Mo, Dec 29 Non school Day, Break
 - Tu, Dec 30 Non school Day, Break
 - We, Dec 31 Non school Day, Break
 - Th, Jan 1 Non school Day, Break
 - Fr, Jan 2 Non school Day, Break
 - Mo, Jan 19 Non-instructional Day, Holiday
 - Fr, Mar 20 Non-instructional Day, Professional Day
 - Mo, Apr 6 Non school Day, Break
 - Tu, Apr 7 Non school Day, Break
 - We, Apr 8 Non school Day, Break
 - Th, Apr 9 Non school Day, Break
 - Fr, Apr 10 Non school Day, Break
 - Fr, May 15 Non-instructional Day, Closing
 - Mo, May 18 Non school Day, Makeup
 - Tu, May 19 Non school Day, Makeup
 - We, May 20 Non school Day, Makeup
 - Th, May 21 Non school Day, Makeup
 - Fr, May 22 Non school Day, Makeup
 - Mo, May 25 Non school Day, Makeup
 - Tu, May 26 Non school Day, Makeup
 - We, May 27 Non school Day, Makeup
 - Th, May 28 Non school Day, Makeup

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Instructional
Days: 176
Minutes: 75690

Total Non-Instructional:
Days: 10
Minutes: 8600

Total Non-School:
Days: 179
Minutes: 48590

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Verify:

0.

- In accordance with House Bill 406, districts are required to provide no less than 1062 hours (63720 minutes) of instruction during the school year.
- Districts are required to provide no less than two additional six hour instructional days beyond the six hour instructional days provided during the 2005-2006 school year as approved by KDE. Districts may exceed 177 six hour instructional days. To determine the number of six hour instructional days in Infinite Campus, subtract the number of days with less than 360 instructional minutes from number of instructional days listed on the calendar.
- Calendars must consist of a minimum of 185 days. This includes instructional days, opening day, closing day, professional development days, holidays, and planning days. Amended calendars may also include teacher equivalent days, and disaster days. Weather days, break day and

“other” days are not included in the day count. To find the total number of calendar days in Infinite Campus add the instructional and non-instructional days listed on the calendar.

- Original Calendars are required to have (1) Opening Day, (1) Closing Day, minimum of (4) Holidays and a minimum of (4) Professional Development days. Some calendars may have additional Holidays, Professional Development days, and Planning days. Each calendar must include the greatest number of Make-up days that the district missed over the past five years.
- Amended Calendars are required to have (1) Opening Day, (1) Closing Day, minimum of (4) Holidays and a minimum of (4) Professional Development days. Calendars may have additional Holidays, Professional Development days, and Planning days. Some district may have Teacher Equivalent days, Disaster days, and Weather days. All unused Make-up days need to be removed from the amended calendar.

3. Generate the Calendar Edits report.

Path: Index> KY State Reporting> Edit Reports> Calendar Edits Report

Select the school year and “All schools” or a single school at the top of the screen. Click Generate Report.

Days Outside of School Months

Dates on the calendar must be included in school months to be on the calendar extract.

Calendar Edits Report

Run Date : 12/10/2008 6:35:23 PM

Days outside of school months

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Period Schedule	Date
S1	5/18/2009
S1	5/19/2009
S1	5/20/2009
S1	5/21/2009
S1	5/22/2009
S1	5/25/2009
S1	5/26/2009
S1	5/27/2009
S1	5/28/2009
S1	5/29/2009

If you have dates on this report that should be in your calendar check to see if your School Months are setup to include them.

Path: Index> System Administration> Calendar> Calendar> School Months

The screenshot shows a software interface with a navigation bar at the top containing icons for Calendar, Grade Levels, Schedule Structure, Terms, Periods, and School Months. Below the navigation bar are 'New' and 'Print' buttons. The main area is titled 'School Month Editor' and contains a table with the following data:

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2008	08/29/2008			
Month 2	2	09/01/2008	09/26/2008			
Month 3	3	09/29/2008	10/28/2008			
Month 4	4	10/29/2008	11/26/2008			
Month 5	5	11/27/2008	01/07/2009			
Month 6	6	01/08/2009	02/04/2009			
Month 7	7	02/05/2009	03/04/2009			
Month 8	8	03/05/2009	04/01/2009			
Month 9	9	04/02/2009	05/06/2009			
Month 10	10	05/07/2009	05/15/2009			

If the day is entered incorrectly on the calendar, remove the day.

Path: Index> System Administration> Calendar> Calendar> Days

Calendar | Grade Levels | Schedule Structure | Terms | Periods | School Months | Days

Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Multi Day Event

<< **May 2009** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▼ Event on this Day

Day Detail

Date: 05/29/2009 Day #: **Not an instructional day.**

Period Schedule: S1

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration	Inst. Minutes
U: Makeup	0	0

Add DayEvent

To remove the day, delete any day events and remove any checks in the boxes.

Calendar | Grade Levels | Schedule Structure | Terms | Periods | School Months | Days

Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Multi Day Event

<< **May 2009** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▼ Event on this Day

Day Detail

Date: 05/29/2009 Day #: **Not an instructional day.**

Period Schedule: S1

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration	Inst. Minutes
------	----------	---------------

Add DayEvent

Day Event Attendance

Only Regular Days can be marked for attendance.

Calendar Edits Report

Run Date : 12/10/2008 6:43:40 PM

Day event attendance

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Date	Attendance	Event
5/18/2009	True	U

Remove the check in the boxes or delete the day event which ever is appropriate.

Path: Index> System Administration> Calendar> Calendar> Days

Calendar Edits Report

Run Date : 12/10/2008 6:43:40 PM

Day event attendance

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Date	Attendance	Event
5/18/2009	True	U

Remove the check in the boxes or delete the day event which ever is appropriate.

Path: Index> System Administration> Calendar> Calendar> Days

Calendar Edits Report

Run Date : 12/10/2008 6:51:23 PM

School months with other than 20 days

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Month	Days
5	19
10	7

School months with other than 20 days

All school months other than month 10 must contain 20 days.

Calendar Edits Report

Run Date : 12/10/2008 6:51:23 PM

School months with other than 20 days

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Month	Days
5	19
10	7

Month 10 will always be on this report. If any other months are listed, verify that the days during the month are marked correctly. Also verify that the start date and end date of the month are correct.

Event Existence

All calendars are required to have 1 opening day, 1 closing day, at least 4 holidays and at least 4 professional development days.

Original calendars should have make-up days. Make-up days must be greater than or equal to the greatest number of weather days that the district has missed in a school year over the past five years.

All unused make-up days need to be removed from the amended calendar.

Calendar Edits Report

Run Date : 12/10/2008 6:43:40 PM

Event existence

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY	Schedule: Main			
Open	Close	Makeup	Holiday	ProDev
1	1	9	4	4

If any of the days do not meet the requirements make adjustments to your days.

Missing Lunch minutes

Any non-instructional time including passing time in excess of the five (5) minutes allowed between classes must be entered on the period schedule. This section lists any schools that do not have any non instructional time.

Note: This may or may not be an error. A school that is completely virtual or performance based would not have any non-instructional time.

Calendar Edits Report

Run Date : 12/10/2008 7:03:28 PM

Missing lunch minutes

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY	Schedule: Main
Period Schedule	
S1	

If the school should have non-instructional time, enter it on the period structure.

Path: Index> System Administration> Calendar> Calendar> Periods

The screenshot shows the 'New Period Schedule' form. At the top, there are navigation tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, and School Months. Below the tabs, there is a 'New Period Schedule' button and a 'Period Schedule/Periods Editor' section. The 'Name' field is highlighted in blue and contains the text 'S1'.

Click on the name of the structure.

The screenshot shows the 'Period Schedule/Periods Editor' form. At the top, there are navigation tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, and School Months. Below the tabs, there are buttons: Save Period Schedules, New Period Schedule, and Delete Period Sched/Periods. The 'Name' field is highlighted in blue and contains the text 'S1'. Below the 'Name' field, there is a 'PeriodSchedule Info' section with fields for *Name (S1), *Sequence (1), Instructional Minutes (430), and School Day (430). A warning message is displayed: "Warning: The present minutes of existing attendance records will be updated if you either add/delete a period, or modify a period's start/end time. It will take a fairly amount of time to finish it." Below the warning, there is a 'Period Info' table with columns: Name, Sequence, Start Time, End Time, Non Instructional Time, and Non Instructional Period. The table has two rows: one for 'H' with '1' in the Sequence column, '07:45 AM' in the Start Time column, '02:55 PM' in the End Time column, '0' in the Non Instructional Time column (circled in red), and an unchecked checkbox in the Non Instructional Period column; and one for '1' with '2' in the Sequence column, '02:55 PM' in the Start Time column, '02:56 PM' in the End Time column, '0' in the Non Instructional Time column, and a checked checkbox in the Non Instructional Period column. An 'Add Period' button is located at the bottom left of the table.

Enter the non-instructional time in the appropriate period under Non-instructional Time.

Weekdays that are not regular days with no events

Every weekday from the start to the end of the calendar should be accounted for. Fall, winter, and spring break days should be designated as K: Break day. Any remaining days should be coded as an M: Other day.

Calendar Edits Report

Run Date : 12/10/2008 6:43:40 PM

Weekdays that are not regular days with no events

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Date

10/9/2008

10/10/2008

11/4/2008

11/28/2008

5/29/2009

Update the days with either school day, instruction and attendance checks or day events as appropriate.

4. Once all edits have been completed for all schools, generate the report to send to KDE.

Path: Index> KY State Reporting> Calendar Report

The screenshot shows the 'KY Calendar Report' web application interface. At the top, a blue header contains the title 'KY Calendar Report'. Below the header, a white box contains the instruction: 'This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.' The main interface is divided into two columns. The left column contains several form fields: 'Is Amended Calendar' (dropdown menu set to 'No'), 'Calendar Type' (dropdown menu set to 'Regular'), 'Board Approval Date' (text input field containing '12/10/2008'), 'Exclude Calendars with state exclude' (dropdown menu set to 'No'), and 'Format' (dropdown menu set to 'State Format (Fixed Width)'). A 'Generate Extract' button is located below these fields. The right column is titled 'Select Calendars' and contains the question 'Which calendar(s) would you like to include in the report?'. Below this question are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. A scrollable list of school names for the '08-09' school year is displayed, with '08-09 KENTUCKY ELEMENTARY' highlighted in blue. The list includes: 08-09 AVILES ELEMENTARY SCHO, 08-09 BARNETTE ELEMENTARY, 08-09 CREDIT RECOVERY SCHOOL, 08-09 DAVIS ELEMENTARY SCH, 08-09 JENKINS ELEMENTARY S, 08-09 KDE ELEMENTARY SCHOOL, 08-09 KDE HIGH SCHOOL, 08-09 KENTUCKY ALTERNATIVE SC, 08-09 KENTUCKY CENTRAL HIGH, 08-09 KENTUCKY ELEMENTARY, 08-09 KENTUCKY MIDDLE, and 08-09 WELCH ELEMENTARY. At the bottom of the list, there is a note: 'CTRL-click or SHIFT-click to select multiple'.

On the screen you will see these fields:

Is amended Calendar: pick “No” for the original calendar. Pick “Yes” for amended calendars.

Calendar type: (Regular, Alternative) If some schools are on Alternative calendars, and some that are not, run the report as Alternative.

Board approval date: Use the calendar to pick a date or type the date in.

Exclude Calendars with state exclude: Yes or No. Some districts enter minimal data on private, parochial, or other schools. These are marked state exclude and should be excluded from the report.

Format: Defaults to State Format (Fixed Width). Use any of the other choices to review the data but pick the state format to create a file to send to the state.

Select Calendars

If the correct year is not showing in the box that lists schools click the “list by year” radio button.

To select all schools, click on the top school in the list. Then hold the shift button and click the last school in that list. This will highlight all the schools. To remove a selected school from the highlighted list hold Ctrl and click the school.

Click Generate Extract.

Save the file that is created and upload it at <http://apps.kde.state.ky.us/login>

Kentucky Department of Education contacts

Please contact Infinite Campus support via a support ticket for any technical questions concerning the calendar setup.

Please contact Jeff Coulter for policy or compliance questions concerning the calendar by email jeffery.coulter@education.ky.gov or telephone at 502-564-3846.

Please contact Lori Davis for information concerning uploading the calendar by email at lori.davis@education.ky.gov or by telephone at 502-564-5279.

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